

INSTRUCTIONS FOR COMPLETING AND SUBMITTING CLAIM FOR PROPERTY PRESUMED ABANDONED FORM

A. Owner Information

This section provides the name and address of the holder reporting company that reported the property to the Nevada State Treasurer. It also identifies the name(s) of the owner(s), property cash value and property description as remitted to our office. Additionally, if stock shares were reported and if the stock CUSIP number, symbol, issue name and shares were reported, they will be listed as well. If the name of the holder that remitted property is the Nevada Division of Welfare and Support Services (NDWSS), you may be entitled to additional funds from NDWSS which will generate payment upon final approval of your claim.

B. Claimant Information

This section **MUST** be completed prior to submitting the claim form.

C. Documentation Required

The following documents are **mandatory** and must be submitted with **ALL** claim forms:

- A clear photocopy of the claimant driver's license or government issued photo identification.
- A clear photocopy of the claimant social security card or a document that shows the owner's name and social security number (pay stubs, W-2 statements, income tax return - signed by preparer or IRS label affixed are acceptable forms).

If more than one owner appears on the property, copies of the documents listed above are required for all owners listed .

Additional Documentation

The section below provides additional instructions and requirements on how to complete the *Claim For Property Assumed Abandoned* form and should be used as a guideline when submitting a claim form for unclaimed property. A claimant must provide the following documentation to prove his or her entitlement to the property being claimed:

- Evidence that associates the owner of the property with the last known address provided on the claim form (photocopies of utility bills, credit reports, bank statements, brokerage statements, personal checks or deposit slips, cancelled checks, auto registrations, lease agreements, college transcripts, report cards, and tax returns are some of the acceptable forms);
- Proof of a business relationship with the name of the holder that remitted the property (invoices, court documents, postmarked envelopes addressed to the owner(s) are some acceptable forms). You may also contact your local social security administration office to obtain an employment history;
- If the property description is stocks, bonds, cashier's checks, money orders or gift certificates, the original instrument is required. If the owner is not in possession of the original(s), the purchase of a lost instrument bond is required if the value is \$1000 or more.

Name Change

If the name of the property owner is different than what is reported on the claim form, a photocopy of the legal document indicating the name change must be provided (marriage certificates, adoption papers, divorce decrees, etc., are acceptable forms).

Parent/Guardian/Representative

If the claim form is being submitted on behalf of a minor, a photocopy of his/her birth certificate is required. If a guardian, conservator, trustee, or other legal representative is filing the claim form on behalf of the property owner, photocopies of court and/or other legal documents that indicate this authority must be provided.

Executor/Administrator of an Estate

If the claim form is being submitted by an administrator, executor or other personal representative of an estate, the following documentation is required:

Open Estate: (1) copy of the owner's death certificate, (2) Tax Identification Number (TIN) for the estate, (3) court certified, current copy of the letter which certifies the appointment of the executor/administrator, (4) property owner's social security number.

Closed Estate: (1) copy of the owner's death certificate, (2) copy of the will, (3) copy of the heir's birth certificate, (4) owner's social security number (5) certified copy of the final distribution order.

Heir to the property - no probate

If the owner of the property died intestate (without a will) and an heir is submitting a claim form, the following documentation is required:

- (1) copy of the owner's death certificate, (2) proof of claimant's relationship to the owner,
- (3) completed and notarized small estate affidavit, (4) copy of the obituary, (5) list of owner's heirs.

Business

If the owner of the property being claimed is reported as a business, the following documents are required:

- (1) documentation that provides the business' Tax Identification Number (TIN) or Federal Employer's Identification Number (FEIN),
- (2) documentation that provides evidence that the person filing the claim has the authority to act on behalf of the business,
- (3) copy of the photo I.D. issued by the corporation, or a photocopy of the authorized person's driver's license.

D. Affidavit

The claim form **MUST** be signed in the presence of a notary public **PRIOR** to submission to the Office of the Nevada State Treasurer.

Any claim filed pursuant to NRS 120A.380 is subject to review and/or hearing pursuant to NRS 120A.390.
Any claim pending for more than 90 days after the date of filing may be denied by the Administrator without further notice.

Claim Status

To view the status of your claim visit <http://NevadaTreasurer.gov>, click "Unclaimed Property" then click the "Unclaimed Search" link or by calling us with your claim number(s) at 702-486-4140. Information is updated throughout the day.

Your claim number(s): - - - - -

**Allow 90 days for processing.
Upon approval additional time may be required
for claims involving stock and mutual funds.**

**Claimants may be required to provide
additional documentation based on the initial information
received.**

Retain both pages of Instruction Sheet for your records

CHECKLIST FOR SUBMITTING YOUR CLAIM

DID YOU...

- ☐ Sign and notarize your claim form?
- ☐ Include a copy of your driver's license? (or other governmental photo ID)
- ☐ Include a copy of your social security card? (or document showing name and SS#)
- ☐ Read and include additional documentation (if necessary) indicated on the instruction sheet?
Additional documentation may be required. Please **review the instruction sheet** before **submitting**.
Required documentation may include:
 - ☐ Bank documents (e.g., passbook, bank statement, canceled check)
 - ☐ Proof of affiliation with owner(s) listed in the claim form
 - ☐ Letters of administration, small estate papers, copy of court order
 - ☐ Death certificate for owner(s) listed in the claim form

CHECKLIST FOR SUBMITTING A BUSINESS CLAIM

DID YOU...

- ☐ Sign and notarize the claim form?
- ☐ Include a letter of certification, articles of incorporation, LLC agreement, etc., listing the names of officers or officials with authority to sign and claim on behalf of the business?
- ☐ Include a copy of current photo identification for each authorized officer or official?
- ☐ Include a business card of the authorized officer or official?
- ☐ Include proof of the business's federal tax identification number?
- ☐ Include proof of the business's association with the last known address?
- ☐ Include proof of the business's association with the holder?
- ☐ If your company merged with another company, include a copy of the merger agreement?
- ☐ If your company was dissolved, include a copy of the articles of dissolution?
- ☐ If your company was suspended, include a tax clearance letter or a letter of good standing from the Secretary of State's office?

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